

**City of Milpitas
Senior Center Facilities Subcommittee
City Hall Committee Conference Room**

**Meeting Notes
Monday, February 6, 2006**

APPROVED MEETING MINUTES

1. Flag Salute Mayor Esteves led the Committee in the Pledge of Allegiance.

2. Call to Order Mayor Esteves called the meeting to order at 5:35 p.m.

Attendance: *City Council:* Mayor Jose Esteves;
 Councilmember Debbie Giordano (absent)
 Staff: Greg Armendariz; Bonnie Greiner; Jennifer Tagalog;
 Linda Sinclair
 Consultant: Gail Seeds, GSS Consulting

1. Citizens Forum (remarks limit to 3 minutes):

- None

4. Announcements:

- None

5. Approval of Agenda:

- The Committee approved the agenda.

6. Renaming the Senior Center Update: Renaming proposed for April 25, 2006

- Staff will bring to City Council the Senior Center renaming dedication for April 25, 2006 at 12:00 PM. Staff will ask Council for funding for the event for new signage, invitations, refreshments, etc. The recommendation has been approved by the Facilities Naming Subcommittee.
- Mayor Esteves recommended that recognition certifications be presented to the previous Senior Center Facilities Subcommittee members during the Senior Center renaming event. Certificates would honor those who worked to help bring a new Senior Center to the community.

7. Civic Senior Center, Project 8176

A. Project Management and Approach: Recommendation from the Subcommittee to go to City Council

- Staff proposes to coordinate Senior Center progress in conjunction with the construction of the Library. As soon as Library staff moves out of the current

location, construction of the new Senior Center can begin. Staff has completed a Request for Proposals (RFP) process for project management for the Senior Center, plus other projects. Gail Seeds of GSS Consulting was selected and recommended to provide project management for the Senior Center project.

- Project Management Team for the new Senior Center is proposed as follows:
 - Bonnie Greiner, Recreation Services Manager, will be the lead staff person and liaison to City Council and Subcommittee members.
 - Jennifer Tagalog, Recreation Services Supervisor, and other Senior Center staff will be integral members of the design team and will provide staff support and expertise regarding senior needs and programs.
 - Gail Seeds of GSS Consulting will provide technical project management services.
 - Greg Armendariz, Public Works Director, will provide project oversight and be overall technical advisor for the project.
- A first task will be to prepare the RFP for architectural design services. GSS will handle with input from staff. Based on the proposals received, staff will create a short list for interviews. The top candidate(s) will be invited for review by the Senior Center Facilities Subcommittee.
- Confirming the program for the new Senior Center will be the first activity with the selected consultant team. One major component of the programming process is to identify the space needs for elements such as classrooms, dining/assembly, kitchen, restrooms, reception/circulation, utilities, storage, staff workspace, and indoor/outdoor areas. Another key component is to assess the condition of the existing building. There will also be a public process that will include input from the community. Staff will receive input from the Senior Advisory Commission as well
- Ms. Greiner stated that staff continues to talk to the seniors to discuss their vision for the Center. The programming process will be an opportunity to conduct community outreach. The goal is to have a very open process. Ms. Greiner expressed that it is important that the community be involved in this project, and that she will work to represent the seniors' interests.
- Mayor Esteves asked whether this process will be similar to that of the library program, where we need to hire an expert. Greg Armendariz expressed that staff will work with the architectural consultant to complete the program. We have in-house expertise available through our Senior Center staff.
- Mayor Esteves expressed that he would like to see new programs at the new Senior Center. Ms. Greiner stated that staff has been surveying various Senior Centers to look at the programs being offered elsewhere. With this information, we can put together a unique program geared specifically toward our community.
- Mayor Esteves asked whether a day care program will be included at the new Senior Center. Ms. Greiner stated that senior day care requires different facilities, and will be handled independently elsewhere.
- Mr. Armendariz presented an overview of the preliminary project schedule. It is synchronized with the Library schedule.
- Mayor Esteves asked about the consultant selection process and its duration. Mr. Armendariz stated as soon as Council approves the GSS contract, Ms. Seeds will start working on the RFP for the architectural design services. Interested firms will need enough time to prepare proposals, then a screening of proposals is

conducted and a short list of top firms is established.

- Mayor Esteves asked why the environmental clearance process couldn't be started earlier. Gail Seeds stated that performing the programming process will provide information that is needed for the environmental review.
- Mayor Esteves inquired about the design phase, and why it is shorter than the Library's. Greg Armendariz responded that it is shorter because the new Senior Center will be about 1/3 the square footage of the library and will work with the existing footprint. Regarding the program, we will look at the elements needed and desired by the community, and evaluate those items with respect to the available budget.
- Mayor Esteves asked whether parking will be addressed and asked whether the Senior Center would be bigger. Bonnie commented that a Senior Needs Assessment had been completed. Senior Centers in surrounding cities average from 15,000 to 19,000 square feet. Our current Library building is about 19,000 square feet and may be approximately the size needed.
- Mayor Esteves would like to see more programs for seniors. He suggested doing more outreach to our seniors (i.e. cancer support groups, etc), and reviewing the current senior population of Milpitas to identify existing and future needs.
- Mayor Esteves asked if funding is in place for this project. Greg Armendariz stated that \$11 million was approved for the new Senior Center. Due to rising construction costs, Hurricane Katrina effects, and increase in materials costs such as steel, our available budget will be reduced accordingly.
- Greg Armendariz introduced Gail Seeds of GSS Consulting. Gail is proposed to serve as the project manager for the Senior Center project. She will work closely with Bonnie Greiner and the Senior Center staff. Gail will focus on the technical aspects of the project.
- Gail Seeds introduced herself and discussed her background. Gail has many years of successful project management experience in both the public and private sectors. Gail has been a consultant with the City for several years and has worked on various City projects.
- Greg Armendariz asked that the Committee recommend GSS Consulting for the Senior Center project.
- Mayor Esteves asked if Gail will be researching available grants that the City could apply for. Greg noted that Gail is available to research outside funding opportunities. City staff will provide support.
- Mayor Esteves asked Gail about her work on senior center projects. Gail discussed her related experience.
- Mayor Esteves asked whether Gail would be interfacing with our seniors. Bonnie replied that Gail will interface with the seniors in the course of the project but that the majority of the time, interface will be with the Senior Center staff.
- Mayor Esteves asked who would be lead manager for the project. Greg Armendariz will oversee the project and have overall responsibility. Gail will be the technical project manager for the project. Staff will prepare an organizational chart.
- Mayor Esteves recommended GSS Consulting for project management for the Senior Center Project.
- Greg Armendariz will prepare the action for the City Council on February 21st.

B. Project Budget Overview

- Greg Armendariz stated that \$11 million was approved for the New Senior Center. Due to subsequent rising costs, our available budget will be less.

C. Project Schedule Overview

- The estimated time frame for completion of design, bidding and award of a construction contract is late 2008. An updated schedule will be prepared once an architectural firm for the project is hired.

8. Set Next Meeting Date: Monday, May 1, 2006

- The next Senior Center Facilities Subcommittee meeting is scheduled for Monday, May 1, 2006. Mayor Esteves requested that staff provide written updates regarding the Senior Center progress on a monthly basis.

9. Adjournment

- Adjournment: 6:40 pm.